



# Out-of-School Program Staffing

Recruit, Retain, Communicate and Train

## The Right Staff is Key

Having the right staff in out-of-school time programs is a key pillar to success. They are the heartbeat of the program both in their capacity as educators and role-models. Staff that are knowledgeable and can manage a variety of individuals and groups in an engaging and positive manner, makes all the difference in a program that thrives and not just survives.



## Recruitment



- Provide a Job Description containing:
  - Duties, roles and responsibilities, required status or certifications, work hours, environment, and technical or physical abilities
- For Candidate Selection:
  - Education, experience, specialized skills, fit with organizational culture
- Are the potential staff members able to engage a wide variety of participants staff & stakeholders? Manage individuals & groups? Do they foster positive, open & respectful relationships?

## Positive and Proactive Communication

Communication from leadership sets the tone for staff.

- Communicate goals, vision, mission & staff expectations.
- Hold regular staff meetings with a written agenda
- Steer the ship, communicating progress.
- Offer team building activities & employee recognition.
- Provide written expectations (employee handbooks) that include roles, responsibilities, HR related issues & inclement-weather procedures



## Retain, Support and Train



- Create adequate supports for staff to carry out their job:
  - Adequate materials, supplies, and space.
  - Appropriate staff-to-participant ratio
  - Professional Development (individualized & general)
  - Initial staff orientations

Learn more



Virginia Out-of-School Time  
Resource Exchange

